Release Notes 2.3.7
April 18, 2005

The following items have been moved (migrated) to Production for use by Agencies beginning on April 18, 2005.

- Loaded salary table 022R.

- A data cleanup program was developed to compare and reconcile allotment and direct deposit data between EHRP and Payroll. If payroll does not reflect a currently active allotment or direct deposit row, the allotment and/or direct deposit action will be stopped in EHRP. If there is a mismatch between EHRP and Payroll data, the Payroll data will be loaded on top of EHRP data. If the EHRP and payroll data matched or the payroll data contained invalid values, the current row in EHRP was not modified and no new rows were inserted.

- A data cleanup program was developed to compare and reconcile TSP and TSP Catchup data between EHRP and Payroll. If payroll does not reflect a currently active TSP or TSP Catchup row, the TSP and TSP Catchup action will be stopped in EHRP. If there is a mismatch between EHRP and Payroll data, the Payroll data will be loaded on top of EHRP data. If the EHRP and payroll data matched or the payroll data contained invalid values, the current row in EHRP was not modified and no new rows were inserted.

- A data cleanup program was developed to compare and reconcile health benefit data between EHRP and Payroll. If there is a mismatch between EHRP and Payroll data, the Payroll data will be loaded on top of EHRP data. If the EHRP and payroll data matched or the payroll data contained invalid values, the current row in EHRP was not modified and no new rows were inserted.

- A data cleanup program was developed to compare and reconcile federal, state and local tax data between EHRP and Payroll. This overlay program:
    - Updated the Federal, State and Local Tax records in EHRP with the values from Payroll.
    - Defaulted % of federal W/H field to 23.3% for Arizona residents on the state tax page.
    - Defaulted non residents in the Philadelphia local tax record to 25%.
- A program was run for residents of Kansas, Nebraska, New Mexico, North Dakota, Rhode Island, Utah, and Vermont to make their state marital status match their federal marital status and their state allowances equal to their federal allowances and their state special SWT status equal their federal special SWT status (this update also included Oklahoma).

- A program was run to update the locality values in EHRP to match the DFAS locality values.

- Reports will be distributed to the agencies listing employees from the overlay programs.

Changes Due To DFAS Implementation

- Per DFAS guidelines, an online edit was updated to enforce the format on the city field on the 'Address Information' hyperlink off the Personal Data page. The field value cannot be greater than 13 characters.

- Users will not have access to the Retirement/Separation page in EHRP. DFAS will process employee data and generate appropriate OPM reports.

- The following hyperlinks have been removed from the Data Control tab:
  - TSP Retroactive Adjustments - DFAS will now maintain the adjustments.
  - Transfer In Data – The accrued leave balances for transfer-in employees will be maintained by DFAS.

- The hourly rates hyperlink has been removed from the Compensation tab.

- Tax actions will not be required on the PAR pages. Tax changes should be keyed on the tax pages only. The following will be automatically defaulted for new hires (unless in a non-taxable state):
  - Federal taxes – Single with Zero Exemptions.
  - State taxes – Dependent upon the state in which employed, single with zero exemptions. If the employee works in a non-taxable state, no default record will be created. If the employee submits tax changes from the default, a new row will have to be inserted and the appropriate values modified. The correct history feature will be removed from the tax pages.

- The Payee Name for voluntary child/spouse support will not be passed to DFAS. This field is now a display only field on the 'Distribution Information' hyperlink off the General Deduction page.

- Because direct deposit stops are a manual process at DFAS, the user will no longer be able to inactivate a direct deposit record.

- Row deletes from the Savings Plan page are no longer allowed.

- Bonds will no longer be processed in EHRP. The U.S. Savings Bond Spec page will no longer be displayed in EHRP.

- The following allotments on the General Deduction page will no longer be processed in EHRP since DFAS will handle these actions manually: ALOT4, ALOT5, and ALOT6. DFAS allows up to seven allotments per employee therefore the following four allotment codes have been added to EHRP: ALOT7, ALOT8, ALOT9, and ALOT10.

- Users are no longer required to key leave categories for new hires. Users will not have access to the leave plan page in EHRP. The leave mass change program will no longer be run. DFAS will maintain leave data and calculate leave categories.

- Union dues are no longer calculated or stored in EHRP since DFAS performs that calculation. The mass union program will continue to run to update the union codes as appropriate. A program was run to convert the HHS union codes to the new DFAS union codes. Please refer to the training materials for a crosswalk of HHS union codes to DFAS codes.

- A hyperlink for severance pay has been added to the Data Control page. The Severance Pay page displays text boxes for the user to enter the Severance Pay Total Amount and the Severance Pay Weekly Amount. The user will be responsible for accurately calculating the values in these fields. The hyperlink will automatically become available on a 356 NOA code. The associated fields become available on a 356 NOA code has been inserted or a correction is being done under the Correction page. The hyperlink is only visible on a 356 NOA. The associated fields can only be modified when a new 356 action has been inserted or a 002 correction is being done. Once the action has been saved the fields will be display only.

- Home Leave will now be keyed and stored in EHRP. New NOAs have been added for processing home leave: 9103 -Home Leave Start/Change and 9104- Home Leave Stop. The service agreement page must also be completed when processing Home Leave. A new Service Agreement Type called 'Home Leave' has been added to the Service Agreements page. Please refer to the training materials for detailed information on keying home leave.

- New Resend functionality has been built into EHRP to re-process non-OPM 9XXx actions to DFAS. In order to resend the action, a red Resend checkbox will appear on the page. The user will need to correct the data, check the checkbox, and save the action. The action will then be re-sent to DFAS with the corrected data. The Resend checkbox appears on the following pages:
  o 9XXx PAR actions
  o Health Benefits
  o Savings Plan
  o Direct Deposit
  o General Deduction
  o Employee Tax Data
  The Resend checkbox will not appear in the following cases:
  o The User ID does not have the DFAS Resend User role.
  o The effective date of the record is prior to the DFAS conversion date.
  o The NOA is less than 900 or equal to 980.
  OPM actions (001-899) should be corrected using an 002 noa.

- A DFAS error report is now available to users on the > Administer Workforce (USF) menu (same path as the Pay034 report).   The Personnel Error Report contains errors generated due to missing field values on any outbound EHRP file sent to DFAS, actions that rejected at DFAS, and rejected myPay actions. All errors on the report should be corrected as appropriate except for the myPay rejects which are for informational purposes only.
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- The earnings code setup table has been updated to inactivate earnings codes no longer used and include new earnings codes for new entitlements. Please refer to the training materials for a detailed list of earnings code changes.

- The NOA Code and NOA Extension setup tables have been updated to inactivate those that will no longer be used and include new NOA Codes and extensions for new processes. Please refer to the training materials for a detailed list of NOA changes due to the DFAS conversion.

- In order to accommodate DFAS processing rules, the automatic PSP and PCA stop programs have been modified to add one day to the effective date of the stop. This will ensure that the employee is paid their PSP or PCA through the end of the pay period.

- Three new interfaces have been developed for DFAS processing:

    o The Personnel Daily program transmits OPM actions (NOAs 001-899), TSP, and FEHB actions to DFAS.
    o The Non-SF50 program transmits non-OPM actions to DFAS including Address Changes, Federal Tax Changes, State Tax Changes, Local Tax Changes, Direct Deposit, Allotments, Union and Quarters Deductions.
    o The Non-SF50 Changes File loads non SF50 actions keyed through myPay or into the DFAS system into the EHRP system.

- Public queries in EHRP have been updated to exclude invalid fields.